# Introduction to OSHA

# What is OSHA?

- Occupational Safety and Health Administration
- Responsible for worker safety and health protection

# Is there a need for OSHA?

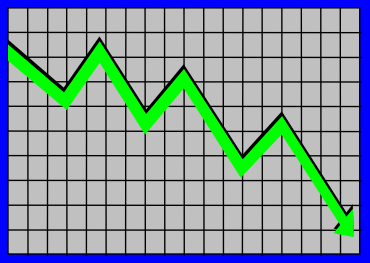
*Each year…*

- About 6,000 deaths from workplace injuries
- An estimated 50,000 deaths from illnesses cause by workplace exposures
- 6 million non-fatal workplace injuries
- Injuries alone cost U.S. businesses more than $125 billion

# Has OSHA made a difference?

## YES!

Since 1970 OSHA has:



- Cut the work-related fatality rate in half
- Reduced overall injury and illness rates in industries where OSHA concentrated its attention
- Virtually eliminated brown lung disease in the textile industry, and
- Reduced trenching and excavation fatalities by 35 percent

# What does OSHA do?

- Encourages employers and employees to reduce workplace hazards and implement new or improve existing safety and health programs
- Develops and enforces mandatory job safety and health standards
- Maintains a reporting and recordkeeping system to monitor job-related injuries and illnesses
- Provides assistance, training and other support programs to help employers and workers

# Who is covered by the OSH Act?

- All employees and their employers under Federal Government authority
- Coverage provided either directly by federal OSHA or through an OSHA-approved state program
- Does not cover the self-employed or immediate members of farm families that do not employ outside workers

# OSHA Standards

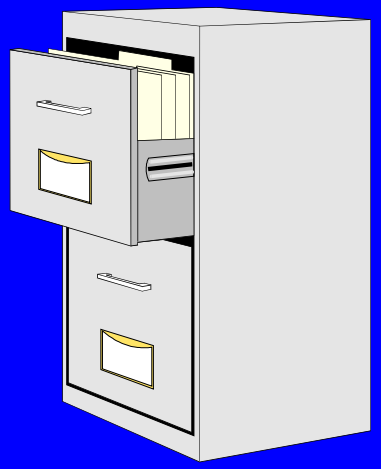
- OSHA is responsible for writing and enforcing standards that employers must follow
- Where OSHA has not issued specific standards, employers are responsible for following the OSH Act's “General Duty Clause”
- States with OSHA-approved programs must set standards at least as effective as federal standards

# What does OSHA require?

- Determine which OSHA standards apply to your workplace
- Follow the OSHA standards and requirements

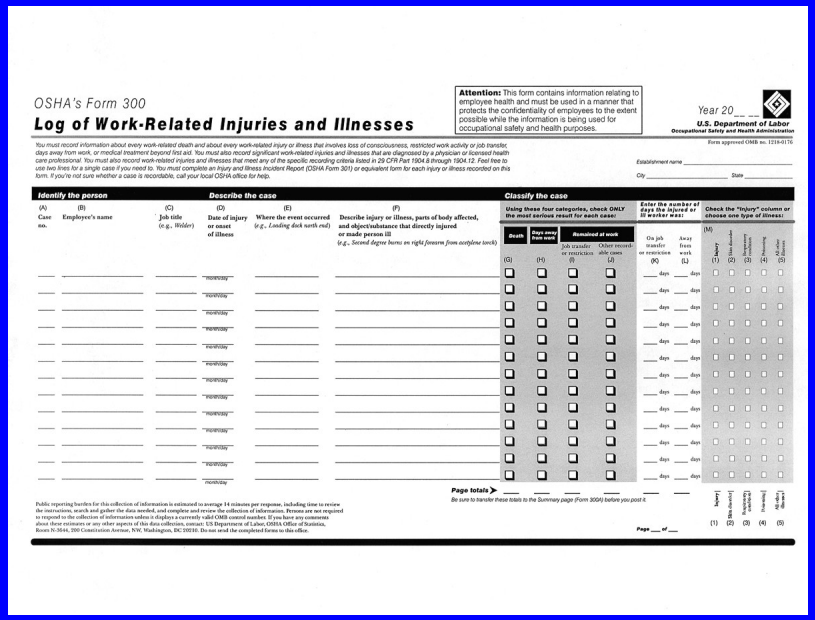
# Recordkeeping and Reporting

- Employers of 11 or more employees must maintain records of occupational injuries and illnesses
- All employers must report to OSHA within 8 hours any accident that results in a fatality or in-patient hospitalization of 3 or more employees



# Recordkeeping Forms

- Maintained on a calendar year basis
- Summary of records for the previous year must be posted from February through April



OSHA's Form 300

**Log of Work-Related Injuries and Illnesses**

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

| Identify the person | | Describe the case | | | Classify the case | | | | Enter the number of days the injured or ill worker was: | | Check the "injury" column or choose one type of illness: | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (A) Case no. | (B) Employee's name | (C) Job title (e.g., Welder) | (D) Date of injury or onset of illness | (E) Where the event occurred (e.g., Loading dock north end) | (F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch) | Using these four categories, check ONLY the most serious result for each case: Death (G) | Days away from work (H) | Remained at work: Job transfer or restriction (I) | Remained at work: Other recordable cases (J) | On job transfer or restriction (K) | Away from work (L) | (M) Injury (1) | Skin disorder (2) | Respiratory condition (3) | Poisoning (4) | All other illnesses (5) |
| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
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| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
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| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
| ____ | _____ | _____ | ____ month/day | _____ | _____ | ☐ | ☐ | ☐ | ☐ | ____ days | ____ days | ☐ | ☐ | ☐ | ☐ | ☐ |
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Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page ___ of ___

# What are workers' responsibilities?

- Read the OSHA poster
- Follow the employer's safety and health rules and wear or use all required gear and equipment
- Follow safe work practices for your job, as directed by your employer
- Report hazardous conditions to a supervisor or safety committee
- Report hazardous conditions to OSHA, if employers do not fix them
- Cooperate with OSHA inspectors

(see OSHA's Workers' web page for more information)

# What are workers' rights?

- Workers have a vital role to play in identifying and correcting problems in their workplaces, working with their employers whenever possible
- Workers can complain to OSHA about workplace conditions threatening their health or safety in person, by telephone, by fax, by mail or electronically through OSHA's web site
- Section 11(c) of the OSH Act gives workers the right to seek safe and healthful conditions on the job without being disciplined or fired

(see OSHA's Workers' web page for more information)

# OSHA's Workers' Page

OSHA Occupational Safety & Health Administration
U.S. Department of Labor

Home | Index | Search

**Worker Complaints**

- Filing a complaint
- OSHA complaint handling process
- Whistleblower complaints

**Rights and Responsibilities**

- Worker rights
- Worker responsibilities
- Employer responsibilities

**Problems in the Workplace**

- Imminent dangers
- Refusal of dangerous work
- Discrimination for filing complaints

**Resources**

- OSHA regional offices

## The Workers' Page

You have a right to a safe and healthful workplace. That's why Congress passed the Occupational Safety and Health Act of 1970, requiring employers to provide workplaces free from recognized hazards. The Occupational Safety and Health Administration (OSHA) wants every worker to go home whole and healthy every day. The agency was created by Congress to help protect workers by setting and enforcing workplace safety and health standards and by providing safety and health information, training and assistance to workers and employers.

How To File a Complaint with OSHA

# What are employers' rights and responsibilities?

- Employers must provide a safe and healthful workplace free of recognized hazards and follow the OSHA standards
- The OSH Act grants employers important rights, particularly during and after an OSHA inspection
- Employers also provide training, medical examinations and recordkeeping

# Workplace Inspections

- Every establishment covered by the OSH Act is subject to inspection by OSHA compliance safety and health officers (CSHO's)
- Most inspections are conducted without advance notice

# Inspection Process

- CSHO displays official credentials
- Opening conference
- Walkaround inspection
- Closing conference

# Conducting the Walkaround Inspection

- CSHO and accompanying representatives (employer and employee) inspect the establishment for potentially hazardous working conditions
- CSHO discusses possible corrective actions with the employer
- CSHO may consult, at times privately, with employees

# What happens after an OSHA inspection?

- OSHA may or may not issue citations
- Citations inform employer and employees of the regulations and standards allegedly violated and of the proposed time for abatement
- Employer must post a copy of each citation at or near place where violation occurred, for 3 days or until violation is corrected, whichever is longer

# Sources of Assistance

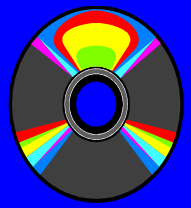
- OSHA web site (www.osha.gov)
- Consultation assistance
- Federal and State area offices
  - Speakers, publications, a/v aids, technical advice
- Training and education
  - OSHA Training Institute (OTI) and the OTI Education Centers
  - OSHA Outreach Training Program
- OSHA Office of General Industry Compliance Assistance
- OSHA Office of State Programs
- Voluntary Protection Programs

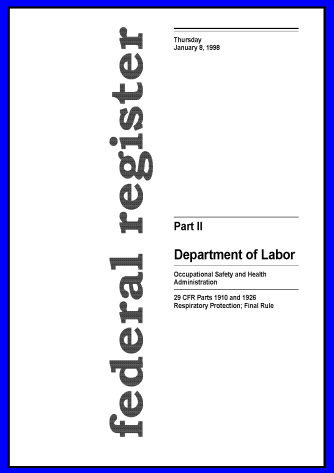
# OSHA Web Site (www.osha.gov)

- About OSHA (contacts, programs . . .)
- Events (conferences, hearings . . .)
- Library/Reading Room (statistics . . .)
- News Room (publications, news releases . . .)
- Outreach (technical links, training . . .)
- Regulations & Compliance (standards . . .)

# Where to Get OSHA Standards

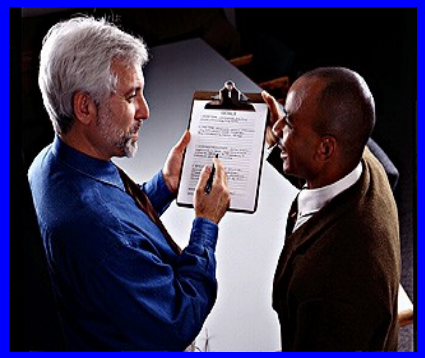
- Federal Register in public libraries or at the GPO web site
- CD-ROM subscription through U.S. Government Printing Office (GPO)
- Code of Federal Regulations (CFR) in public libraries and through GPO
- OSHA web site - OSHA standards, interpretations, directives (www.osha.gov)





# Consultation Assistance

- Provided at no cost to employer
- Developed for smaller employers with more hazardous operations
- Delivered by state government agencies or universities employing professional safety and health consultants
- No penalties are proposed or citations issued
- Possible violations of OSHA standards are not reported to OSHA enforcement staff unless employer fails to eliminate or control any serious hazard or imminent danger



# OSHA Emergency Hot-Line 1-800-321-OSHA

- Hot-line for reporting workplace safety or health emergencies
- Provides a 24-hour point of contact to report imminent dangers on the job

# Summary

- OSHA helps save lives and prevent injuries
- OSHA balances a cooperative approach with traditional enforcement
- OSHA standards are the enforceable requirements for worker safety and health
- Inspections are OSHA’s way to ensure compliance
- OSHA offers various means of assistance